

Office Memorandum • UNITED STATES GOVERNMENT

TO : Ch/G/RR

DATE: 4 January 1960

FROM : Ch/D/GC/RR

SUBJECT: Workload Review, D/GC/RR

1. Demands upon D/GC for map and chart support of Agency projects since 1 July 1956 has shown a steady, gradual rise in number of jobs processed, especially in those areas such as NIS NIE's, OCI Weekly, etc. This reflects the increasing importance of graphics as an integral part of Agency reports. The type of maps and charts produced by the Division, as well as the Agency component for whom produced, have changed as the Agency evolved new ways and means of meeting its responsibilities. The following summation of production trends during this period illustrate the changing aspects of Agency work:

a. Cancellation of projects since 1 July 1956: During this period no major projects have been cancelled. Minor projects and decreases have been noted as shown below.

b. Projects that received decreased support since 1 July 1956:

- ✓ 1). Contributions of maps and charts to the OCI Handbook series have decreased markedly.
- ✓ 2). Contributions to TAB reports (DD/P) have decreased approximately 50%.
- 3). E & E Studies produced for Air Force by D/GG have decreased.
- 4). Special Support Branch contributions to OSI reports.

c. Projects whose requirements have resulted in an increased D/GC workload:

- ✓ 1). A marked increase in contributions to ERA/ORR reports by all Branches of D/GC.
- ✓ 2). Requirements in support of NIS due to the increase of Agency responsibilities for this program has resulted in the allocation of more man-hours. The production of the

SUBJECT: Workload Review, D/GC/RR

4 January 1960

✓ Chapter I Summary Maps required additional man-hour allocations. The production of Section Cover Maps represented a new requirement for D/GC.

3). Work done for the Office of the Geographer, Department of State, increased, particularly in the implementation of new projects such as the Consular Series of maps and the U. S. Territorial Seas Studies.

4). An increased amount of man-hours is presently allocated to DD/P work, particularly operational projects of FE and SR 6 and those in support of D/GG contributions to DD/P activities. In addition, assistance in the field of operational training has required man-hour allocations.

5). Since 1956 a gradual increase has occurred in support of ONE needs for graphic presentation in NIE's, SNIE's, and general ONE briefing. The Special Support Branch has been required to increase its contributions.

d. Projects which have been added since 1 July 1956:

25X1B0c ✓ 1). The City Plan program for SR 6/DD/P.
✓ 2). [REDACTED]

? 3). Contributions to the Bi-Weekly "Soviet Trade with Underdeveloped Areas in the Free World" by GC/X.

? 4). Contributions to the current Support Memorandum for ORR by GC/X.

2. Upon examination it was found almost impossible to allocate man-hours to the above statements. Projects as described above consist of many items and could not be pinpointed without checking over 5,000 items produced since 1 July 1956. Man-hour allocations are kept by component, not by project.

25X1A9a [REDACTED]

Distribution:

Orig. & 1 - Ch/G/RR

25X1A9a 2 - D/GC/RR

D/GC/RR: [REDACTED] :RJV:hjm/741